

Family of Christ Lutheran Church Building Use Agreement and Release Form

Family of Christ Lutheran Church's (Congregation) primary purpose is to carry on the mission and ministry of the Congregation. It has a desire to serve as an outreach to the community and has a number of longstanding relationships with community organizations for ongoing use. The Congregation is happy to have your organization share our facilities.

So that all church members and outside groups can enjoy our facility, we ask that you follow this guide and sign and return the *Property Use Agreement and Release Form*. A copy of the approved form will be returned to you. These forms are only to be used for occasional use such as one time use only or for a few hours one day each week or month. Longer rental periods must be approved by the Church Council.

Requests for building use are managed through the church office. No commitment for building use is finalized until the *Use Agreement* has been approved and executed through the Church Administrator's office. In addition to members, local organizations and individuals may use the church building. Our first priority is to congregational programs and membership needs. Priority is then given to non-profit groups that are supported by the church and then to other non-profit organizations.

Approval for the use of the grounds and/or facilities of the Congregation does not constitute or imply endorsement of a group, their mission, or their positions. Groups or individuals approved to use Congregational facilities are not to advertise the event in such a way as to imply endorsement by the Congregation. No activities or advocacy may take place within the congregation, its buildings, or grounds that conflict with the practices of this Congregation and the Evangelical Lutheran Church of America (ELCA).

On the following pages, please find:

- A. Steps to Facility Use and Scheduling
- B. Fees for Facility Usage and Impact Fees
- C. Rules and Regulations
- D. Property Use Agreement Form, including Release

A. Steps to Facility Use and Scheduling

1. Obtain and complete a *Property Use Agreement and Release Form* from the church office, or at our website, www.familyofchristonline.com.
2. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.
3. Return the *Property Use Agreement and Release Form* to the Church Administrator's office and you will be notified whether it is approved or not approved.

B. Fees for Facility Usage

Type of Event	Member Price	Non-Member Price
Weddings	\$500	\$1000
Music Recitals	\$150	\$300
Family Reunions/Events	\$100	\$200
Other events, as negotiated	\$100	Starting at \$200

Wedding charges include the services of a church provided Wedding Coordinator, and all available areas in the church, and additional rental hours as necessary. It also includes the cost of set up/janitorial services for the rented time. There is no impact fee for a wedding.

Other events listed are for a total of a three (3) hour rental time, unless otherwise negotiated in advance with the Church Administrator.

To qualify for the member price, individuals must show good member standing at Family of Christ Lutheran Church in Chanhassen, MN.

Impact Fees

	0-20 People	21-99 People	100+ People
Minimal Set Up	--	\$25	\$50
Substantial Set Up	\$50	\$75	\$90

Impact fees are charged separately. Impact fees are charged at the discretion of the Church Administrator taking into account factors such as set up/take down requirements, number of participants, use of any special equipment, heating/cooling, food and drink, etc. Based on these factors, impact fees may be in excess of these guideline amounts. Impact fees may also be waived if there is little or no set up.

C. Rules and Regulations

1. *Church Property:* Church property will not be loaned, borrowed, or removed from church premises without prior permission from the Church Administrator’s office. Church property such as chairs, tables, etc. may be used when using the facility under the rules herein.
2. *Facility care:* The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place.
3. *Keys:* Keys must be signed in an out with the Church Administrator in a pre-approved manor, and returned to the lockbox upon completion of your event.
4. *Kitchen Rules:* The kitchen must be left clean and orderly after use. Garbage and trash must be bagged and disposed in the dumpster behind the church. Church supplies are not to be used except by church sponsored activities.
5. *Piano use:* Permission to use the piano must be granted by the Music Director. The piano should not be moved except by permission from the Music Director.
6. *Sanctuary Sound System:* The Sanctuary sound system is available for use upon request. The system must be operated by Congregation-trained members or by individuals pre-approved by

the Church Administrator. No other equipment may be attached to the church sound system without prior approval. Extra fees may apply if the need is more than an hour.

7. *No smoking, alcohol, or narcotic use:* All members of all groups using our facilities shall abide at all times by a no smoking policy. Additionally, the serving or consumption of alcoholic beverages or narcotics shall not be permitted at any time on church property. This rule is in effect for all parts of the building, including hallways, classrooms, restrooms, or the outside grounds. Violation of this rule is sufficient grounds for a staff member to withdraw immediately any group's use of the facilities and/or to deny use in the future.
8. *Building Use:* All groups agree that they will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights, and closing windows, if necessary.
9. *Supervision of Children or Youth:* The Congregation seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:
 - NO fewer than two adults should be present at all times during any program or event involving children.
 - Adult supervision is required at all times both inside and outside of the church property, including playground and parking lot.
 - Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.
10. *Nursery Use:* The nursery facility is available and our safety standards require that two (2) nursery care providers must be present to operate the nursery. At least one (1) caregiver must be at a minimum eighteen (18) years of age.
11. *Food and Drink:* Food and drink are not allowed in the Sanctuary. Food and drink should be limited to designated areas. If a private catering service is used for the event, the caterer must furnish all equipment (dishes, silver, table clothes, etc.) and remove all equipment immediately after the event. Storing of catering equipment is not permitted.
12. *Decorations:* Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event. If damage does occur, it must be reported to the Church Administrator immediately.
13. *Emergency Scheduling Conflicts:* The congregation reserves the right to pre-empt any facility use for its own in cases of emergency, such as funerals. Notice will be provided as early as possible. Every attempt will be made to reschedule the event at a time convenient to both parties. However, should there be no other time available or convenient for both the Congregation and the church user, the building use fees will be returned minus a \$50 deposit.
14. *Storage:* There is no excess storage available for individuals or organizations other than church groups. As such, all individuals or groups using the facility will be responsible for storing props and accessories offsite, and removing them immediately upon the completion of the event.
15. *Parking:* Parking on the church campus is available only during the period of time that a group has contracted to use the facility. Parking is available on a first come-first served basis. The church is not responsible for theft or damage to personal property left in a vehicle on site.
16. *Breakage:* All persons and/or groups using our facilities are expected to exercise reasonable care and judgement in such use in order to prevent defacement, damage, or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc. any part of the building and/or its furnishings and equipment which in the judgement of the Congregation has been carelessly or irresponsibly subjected to more than normal wear and tear by the person or group involved.

17. *Security:* The congregation works to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The Congregation is not responsible for theft or damage to personal property.
18. *Insurance:* For some rentals, the Congregation may require the group or individual using the church to provide proof to Family of Christ Lutheran Church that it carries standard general liability insurance, and if requested, will add the church as an additional insured under the group/individual's general liability policy.
19. *Final Decisions:* In case of doubt or uncertainty by an outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Church Council or their delegated representative shall decide the matter and all individuals and groups shall abide by the Church Council's directions or forfeit the use of any part of the facility immediately.

Family of Christ Lutheran Church
2020 Coulter Blvd
Chanhassen, MN 55317
952-934-5659

D. Property Use Agreement and Release Form

**Family of Christ Lutheran Church
2020 Coulter Blvd
Chanhassen, MN 55317
952-934-5659**

Name of Organization: _____

Responsible Person: _____

Address: _____

Organization Day Phone/Cell Phone: _____

E-mail: _____

Organization's
purpose: _____

Date Requested: _____ Start Time: _____ End Time: _____

Frequency:
 One time Monthly Weekly Other

Which Day of the week:
 Mon Tues Wed Thurs Fri Sat Sun

Describe in detail the type of event you will be bringing to our facility, including the number of participants. _____

Will food or drink be consumed? Yes No

Is your group a Nonprofit 501 (c) 3 Organization: Yes No
Nonprofit Tax ID number: _____

Please list in detail the set up requirements necessary for your meeting. Provide a diagram if necessary.

Fee Agreement

The parties understand that the fee for each use of the building will be \$ _____.
Organization requests a Sound System Operator/Projectionist. ___Yes ___No
(Extra fees may apply for Projectionist.)

Responsible Party Initials: _____

Release and Indemnity Agreement

This Release and Indemnity Agreement is between _____ (Organization or Individual) and Family of Christ Lutheran Church (Church) for use of the property described above for meetings and other activities.

Organization or Individual hereby releases, discharges, and covenants not to use the Church or its administrators, directors, agents, officers, members, volunteers, and employees from any and all liability claims, demands, losses, or damages arising out of using the property. If any member, guest, invitee, or participant of the Organization or Individual makes any claim against the Church or its administrators, directors, agents, officers, members, volunteers or employees in connection with Organization’s use of the property, Organization will indemnify, defend and hold the Church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.

Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, Organization will provide the Church with proof of liability insurance and, if requested, add the church as an additional insured under the Organization’s general liability policy.

Acceptance of Responsibility

I/We agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear which may occur as the result of this activity. I/We will remove all signs posted by my/our group after the meeting has ended. I/We further agree that the church property will be used in accordance with the Rules and Regulations of the Congregation and consent to this Release and Indemnity Agreement.

Name of Organization: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____